

Pavement Manager

DEPT: Public Works
DIV: Streets
DATE: June 2017

FLSA: Exempt
EEOC: Professional



POSITION SUMMARY

Performs a variety of **managerial, professional and technical duties** as needed to organize, direct and coordinate the City's roadway system.

SUPERVISION RECEIVED

Works under the general supervision of the Streets Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Assists with general administrative processes; attends Development Review Committee to apprise of projects and participate in plan reviews; assists to prepare annual street maintenance program budget.

Selects and prepares data sheets for a series of segments of the city roadway system. Prepares, updates, and manages the road maintenance program; participates in new construction inspections as needed.

Inspects, classifies, and prioritizes all city street segments for optimum maintenance type and schedule (eg. Overlay, reconstruction, chip seal, crack seal).

Acts as field manager for annual street maintenance program.

Administers outside contracts for street maintenance, coordinates yearly report to UDOT on streets added to or removed from the city system. Coordinates and supervises periodic field inspections of city streets for pavement management purposes; inspects work on road maintenance projects by city crews or contractors.

Reviews all city sidewalks for compliance with ADA; receives and follows up on citizen input regarding sidewalk conditions and needs for repair or replacement. Receives bids from contractors for sidewalk replacement.

Works with the Planning Department in incorporating pavement management data into the city's GIS system.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Associates degree in civil technology or related field preferred; or equivalent experience and course work

AND

- B. Five (5) years of experience in street operations or inspection activities

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable knowledge of blueprints, construction drawings and specifications; mathematics and various software data base programs.

Ability to maintain effective working relationships with other departments and the general public; follow specialized written and oral instructions; work under stress and time deadlines; ability to communicate effectively both verbally and in writing.

3. Special Qualifications:

Must possess a Commercial Driver's License (CDL-A) May be required to become HAZMAT certified. Must work in On-Call rotations. Must become a certified Traffic Control Technician. Must become Flagger Certified. May be required to become Pesticide Applicator Certified.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Tasks will also require working around very hot asphalt mixes, and heavy equipment. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of the job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)